



**2017-2018 KEMA Board Meeting  
November 8, 2017  
Saline County EOC  
Salina, KS**

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<b><u>Attendee</u></b>	<b><u>Representing</u></b>	<b><u>Email Address</u></b>
Keri Korthals	Butler Co. Emerg. Mgmt.	<a href="mailto:kkorthals@ButlerEMA.org">kkorthals@ButlerEMA.org</a>
Butch Post	Rooks Co. Emerg. Mgmt.	<a href="mailto:rcem@ruraltel.net">rcem@ruraltel.net</a>
Laurie Harrison	Riley Co. Emerg. Mgmt.	<a href="mailto:lharrison@rileycountyks.gov">lharrison@rileycountyks.gov</a>
Cody Charvat	Sedgwick Co. Emerg. Mgmt.	<a href="mailto:cody.charvat@sedgwick.gov">cody.charvat@sedgwick.gov</a>
Chuck Magaha	Leavenworth Co. Emerg. Mgmt.	<a href="mailto:cmagaha@leavenworthcounty.org">cmagaha@leavenworthcounty.org</a>
Mike Selves	MAI, LLC	<a href="mailto:mike.selves@yahoo.com">mike.selves@yahoo.com</a>
Gary Middleton	MAI, LLC	<a href="mailto:MAI.LLC@outlook.com">MAI.LLC@outlook.com</a>
Russel Stukey	Coffey Co. Emerg. Mgmt.	<a href="mailto:rstukey@coffeycountyks.org">rstukey@coffeycountyks.org</a>
Rex Beemer	Gray Co. Emerg. Mgmt.	<a href="mailto:graycoem@gmail.com">graycoem@gmail.com</a>
Marie Ballou	Ottawa Co. Emerg. Mgmt.	<a href="mailto:ocemballou@ymail.com">ocemballou@ymail.com</a>
DeAnn Konkel	Sedgwick Co. Emerg. Mgmt.	<a href="mailto:DeAnn.Konkel@sedgwick.gov">DeAnn.Konkel@sedgwick.gov</a>
Keith Haberer	Russell-Ellsworth Co. EM	<a href="mailto:russellcountyem@rfd5.org">russellcountyem@rfd5.org</a>
Hannah Stambaugh	Saline Co. Emergency Mgmt.	<a href="mailto:hannah.stambaugh@saline.org">hannah.stambaugh@saline.org</a>

**1. Call to Order**

President Keith Haberer called the meeting to order at 10:00 a.m.

**2. Approval of Agenda**

Prior to accepting a motion to approve, Keith noted that the Board meeting dates for 2018 will need to be readdressed due to a few scheduling conflicts. Marie Ballou then made a motion to approve the agenda, Butch Post seconded, and the motion carried.

**3. Approval of Meeting Minutes: September 11<sup>th</sup> and 15<sup>th</sup>**

Cody Charvat made a motion to approve the minutes from both conference-week Board meetings – September 11<sup>th</sup> and September 15<sup>th</sup>. Rex Beemer seconded and the motion carried.

**4. Secretary's Report**

Keri Korthals reported that the count of 2017-2018 memberships was now up to 100, plus 40 Life Members, for a total current membership of 140. She advised that she and DeAnn Konkel had identified a few members who had mailed in dues payments but had not submitted the online membership form electronically. She noted that this form is used to populate the membership roster and to subsequently issue membership cards. VPs were encouraged to remind their members to complete the online process to prevent omissions from the membership list.

Following up on a request from a previous meeting, Keri then presented an analysis of the recent drop in memberships. She summarized that, in comparing membership years, there was no significant drop in any specific sector, discipline or jurisdiction; rather, the report reflected an overall downward trend across the board.

Butch made a motion to approve the Secretary's report, DeAnn seconded, and the motion carried.

## **5. Treasurer's Report**

DeAnn began by reporting a current balance of \$40,581.91 in KEMA's operating account and a total asset balance of \$60,469.85. She reminded VPs to reference the most current list of paid members, especially in the cases of contested elections, noting that payments come in all throughout the year. She then reviewed 2017 expenses and receipts, reporting that the association ended the year \$5,100 in the black. DeAnn also noted that IAEM had sent KEMA a bill, adding that this was being worked back through Mike Selves and Teri Smith, pursuant to the recent signed agreement with IAEM.

In reviewing conference receipts and expenses, DeAnn advised that two vendor payments were still outstanding. She also noted that KEMA had experienced a large cost savings at the Ramada, keeping conference expenses within budget (as of this meeting, the conference was currently \$6,700 in the black). She did clarify that the CVENT fee was paid in the previous fiscal year to secure a grandfathered rate, so was not included in 2017 figures. A concern was raised then about exceeding the contracted number of CVENT registrations, especially when it was determined that some of the recorded registrations were "test" submissions by the conference planners. Board members suggested that the Board serve as "testers" next year by registering first.

The scholarship budget was then reviewed, and DeAnn advised that just over \$1,500 had been taken in and no expenses had been paid out in 2017. There was discussion then on the \$192 raised from the sale of old KEMA conference gifts. There was some concern about depositing those proceeds in the scholarship fund, considering they were purchased initially out of KEMA's regular funds. Following discussion, Rex made a motion to deposit the \$192 in the scholarship fund and also allow remaining items to be sold in the future to benefit this fund. There was additional discussion on the possibility of resurrecting the idea of a "KEMA Store." DeAnn suggested depositing the \$192 in the scholarship fund but holding the other items while investigating the possibility of a KEMA Store. Rex amended his motion to reflect this, Marie seconded, and the motion carried.

Russel Stukey then made a motion to approve the Treasurer's report, Laurie Harrison seconded, and the motion carried.

## **6. Member/Guest Comments**

None.

## **7. Post Conference Report**

Gary Middleton and Mike Selves then circulated and reviewed their Post Event Report, which spelled out the positive findings, areas for improvement, and survey submissions from the 2017 KEMA Conference. Of the issues discussed, some of the highlights included the following (full details can be found in 11/8/2017 Post Event Report).

- a. With regards to the hotel, MAI suggested reconfiguring the vendor area to create more opportunities for attendees to interact with the vendors. This may require moving the Thursday night banquet downstairs to the Jefferson Ballroom. It was also suggested that the vendors be invited to stay longer, potentially through 1700 hours on Thursday. MAI will investigate the availability of the vendor space with the hotel.

- b. Looking at the Board's role, MAI suggested that a couple of event support positions be added: a vendor area host and a social media coordinator. Additionally, they suggested clarifying the expectations placed on the host county. MAI recommended the Board continue to grow and develop an intern program. Additionally, with regards to recognitions, they encouraged the Board to push awards nominations and also suggested recognizing the host county during the opening ceremonies.
- c. There was discussion on the registration process. First, the planners noted that this year's conference hit 100% of the CVENT license capacity. Gary noted that they had been prepared to process additional registrations manually, but that had not been needed. MAI also noted the success of the "early bird" registration option, advising that only 11 registrations were received after the deadline for lower pricing. Planners did note that a small number of the pre-registered failed to also pre-pay; the Board did not pursue the additional charge for the delayed payments, treating this as a "grace" year. VPs were encouraged to educate their members throughout the upcoming year, and MAI will also look at opening registration earlier to accommodate counties with longer AP processes.
- d. An issue was identified with the membership contact list (which is used to populate the CVENT registration database), specifically for Life Members. Since those members do not submit an annual payment, there is not an easy vehicle to collect updated contact information (causing the membership records to become outdated). It was suggested that a Life Member update option be added to the membership web form (allowing them to use the form to simply submit a contact change, not a payment).
- e. MAI also suggested reducing the number of breakout sessions from 15 (30, when factoring in repeat sessions) down to 12 (24 with repeats). They advised that this would ease some of the configuration challenges and also free up meeting space for other purposes, such as coalition or committee meetings.
- f. In summary, MAI noted the overall positive tone of the post-conference evaluations, advising that 98% of respondents confirmed that they would attend again. As Gary concluded MAI's report, Board members asked that, in the future, the Post Event Report be distributed by email to allow Board members to review it and come up with questions prior to the Board meeting.

## **8. Proposal from MAI for 2018 Conference Management**

- a. Gary then distributed two conference management proposals for the 2018 KEMA Conference for the Board's review. The first provided for continuing support of the conference planning and logistics, excluding registration. This proposal amounted to \$7,450. The second proposal offered registration support as a standalone option, at a cost of \$2,550. Gary noted that the combined proposals come to \$10,000, an increase of \$500 over last year's conference support.

## **9. Committee Reports**

- a. **Scholarship (Jillian Rodrigue)**  
No report.
- b. **Standards and Practices (Gary Middleton)**  
Gary circulated a proposal to establish a new "Lifetime KCEM" designation for retired EMs.

During discussion, it was suggested that this concept be circulated to the regions now, so nominations can be collected before the next conference. Cody made a motion to accept the Standards and Practices Committee's recommendation and establish a Lifetime KCEM as outlined in the provided proposal. Marie Ballou seconded and the motion carried.

**c. Government Affairs (Tom Winter)**

No report.

**d. Bylaws (Chuck Magaha)**

Chuck asked the Board to begin tackling combining all of the various policy documents into one master document. While reviewing those documents, Chuck highlighted the Past President's responsibility to produce an Annual Report, advising that there hasn't been a recent publication. Keith also noted that the *KEMA Perspective* has not been published for a while. He added that, if the Board can collect contributions, Heather Dunlap has agreed to assemble that publication.

Chuck then discussed a few other items. First, he suggested that KEMA financial reports and budgets be published on the website to improve transparency. He also noted that the Strategic Plan will be reviewed again. In closing, he suggested that the Board assemble an "emergency response team" to handle crises at the conference, such as safe people movement during power outages (referencing the incident on the final day of the 2017 conference).

**e. Awards (Laurie Harrison)**

Laurie requested a change to the award language for the EM Professional of the Year and the Outstanding New EM Professional, limiting these recognitions to KEMA members only. Laurie made a motion to this effect, Butch Post seconded and the motion carried.

**f. Conference (Laurie Harrison)**

Laurie then discussed the site selection committee for the 2020-2022 conferences. She reviewed her committee list and advised that they will be working on the next RFP. It was confirmed that breakfast will be included, to avoid the cost overruns that occurred in Junction City. The Board also confirmed that there is no need to send RFPs to communities that don't have a hotel that meets the conference specifications. It was further noted that the site selection policy needs to be updated, as the written requirements are no longer sufficient to accommodate the growth that has occurred (referencing such things as general session attendees, number of lodging rooms, number of meals, vendor space, etc).

Conference dates to be contracted are as follows:

- i. September 15-18, 2020
- ii. September 14-17, 2021
- iii. September 13-16, 2022

**10. KDEM Report**

No representative present to provide report.

**11. Reports**

**a. KAC (Hannah Stambaugh)**

Hannah began by advising that there will be an IMT presentation at the upcoming KAC

Conference, provided by Alan Radcliffe and Jeff Welshans, as well as an “EM 101” conducted by Brian Stone and Dusty Brillhart. She went on to advise that the KAC is changing how it populates its Legislative Policy Committee. Rather than soliciting nominations, Board members are being placed on that committee, unless an organization has a representative that they feel is more appropriate. Hannah also reported that she is working with the KAC to push out educational opportunities, noting that the organization has struggled with this in past as it usually offers for-cost opportunities that run \$175-200 per day per participant. She closed by encouraging more local government engagement, since KEMA’s current legislative efforts are aimed at D.C.

**b. SIEC (John Stradal)**

No report.

**12. Old Business**

- a. Inviting neighboring states to the conference: this item was tabled until a future meeting.

**13. New Business**

**a. Audit Committee Report (DeAnn)**

DeAnn advised that, at the conference, the Audit Committee expressed concerns about the past imbalance between conference expenses and conference receipts and its effect on the association’s dwindling reserves. They especially questioned larger expenses, such as CVENT and MAI’s conference management. DeAnn added that she has concerns about the quality of CVENT’s reporting, noting that the data that is produced is very unwieldy and difficult to reconcile. The Board discussed the value of contracting the conference planning, specifically noting the venue cost savings that had been negotiated and the reduced burden on Board members. Keith suggested raising conference fees again to stay ahead of conference expenses. Russel also proposed instituting a tiered vendor pricing structure.

**b. 2018 Budget (DeAnn)**

DeAnn then led the Board through the development of a 2018 operating budget, conference budget and scholarship budget. The Board reviewed 2017 budget numbers versus actual numbers and made adjustments as needed. To reduce the draw on reserves, Cody made a motion to increase the conference fees by \$25. For budgeting purposes, this would increase the “early bird” registrations to \$225 and registrations made after the deadline to \$275. Marie seconded and the motion carried.

Over the course of discussions, the Board produced the following budgets:

- i. 2018 Operations Budget reflecting \$16,080 in projected income and \$13,510 in expected expenses.
- ii. 2018 Conference Budget reflecting \$51,250 in income, \$52,400 in expenses, and a projected draw on reserves of \$1,150.
- iii. 2018 Scholarship Budget anticipating \$1,555 in receipts and \$900 in expenses/disbursements (including scholarship awards).

Russel made a motion to approve all three budgets, Laurie seconded, and the motion carried.

**c. MAI Conference Proposal**

The Board readdressed the proposals that Gary had distributed earlier in the meeting. Rex made a motion to accept the conference management proposal as submitted by MAI, while requesting further clarification on the Board members’ anticipated roles/responsibilities and level of involvement under the registration proposal. Russel seconded and the motion carried.

**d. Survey Monkey (DeAnn)**

DeAnn then discussed the old association-wide surveys that are currently stored in Survey Monkey. Following the concept of “destroying the ballots,” DeAnn suggested deleting old election surveys. She also advised Russel that the NE region has old election surveys stored in the program, as well. She encouraged the Board to include a “destroy the ballots” action as part of the annual business meeting. Rex made a motion to delete all old election surveys currently stored in Survey Monkey, Butch seconded and the motion carried.

**e. KEMA Representatives to the Regional Homeland Security Councils**

Butch asked for clarification on the process to fill the vacant KEMA seat on the NW Regional Homeland Security Council. Keith advised that the NW KEMA region selects its representative and he then writes a letter of appointment as KEMA President.

**14. Regional Reports**

In the interest of time, regional reports were tabled.

**15. 2017-2018 Meetings and Adjournment**

Two upcoming KEMA Board meetings were adjusted due to scheduling conflicts (indicated with an \*). The 2018 Board meetings now stand as follows:

<b>Date</b>	<b>Time</b>	<b>Location</b>
February 21, 2018*	10:00 a.m.	Saline County EOC
May 8, 2018*	10:00 a.m.	Saline County EOC
August 1, 2018	10:00 a.m.	Saline County EOC
September 10, 2018	4:00 p.m.	Topeka Ramada
September 14, 2018	Post-conference	Topeka Ramada

Cody then made a motion to adjourn, Russel seconded and the meeting was adjourned.